

Safety Program Coordinator

Major Duties and Responsibilities (% of Time)

Compliance with Safety and Health Standards (50%)

- Inspects and assesses onsite safety programs to ensure all safety and health requirements are being properly implemented.
- Reviews the contractor's injury and illness prevention program; recommends modifications as required.
- Conducts regular safety inspection of facilities, equipment, work practices, and safety devices to ensure compliance
- with workplace safety standards and regulations; recommends and monitor changes as required; where necessary stops
- all construction work to address imminent hazards.
- Ensures the effectiveness of emergency evacuation plans in case of fire or other emergencies.
- Ensures qualified personnel are in place to conduct sanitation and health inspection of food service and other facilities.
- Serves as a main POC with local and government health and safety officials in performance of duties.

Reporting and Consultation (45%)

- Prepares periodic and annual reports; maintains proper documentation to conform with record-keeping requirements of
- the Occupational Safety and Health Act (OSHA). Overall responsible of OSHA records of the NEC and safeguarding
- information into the safety database.
- Investigates incidents of injury or property damage at worksites to ascertain causes, recommend corrective actions;
- coordinates the compilation of information necessary for risk management files and reports.
- Establishes standards and develops site specific controls or work processes to minimize hazards and maintain
- consistency with safety policy; disseminates information as appropriate.
- Assists OBO in developing safety manuals and recordkeeping requirements.

Other Duties (5%)

- Performs other duties as assigned by the Project Director.

****Note: This position description in no way states or implies that these are the only duties incumbent will be required to perform other duties as assigned by the agency.**